Reporting Progress in Toolkit

Using Toolkit Reporting tab to report plans and practices to PRS may be the most efficient way to report some progress. Planned and applied amounts and dates can be quickly entered and copied on the practice schedule tab. Then the progress can be reported using the ‘Reporting’ tab.

The** Reporting **tab is active when a customer folder is open. It is the tab furthest to the right. Click on the Reporting Tab to navigate to the Reporting screen.

How to Report a Plan and Practices

Before a practice can be reported, the following information needs to be set: a valid latitude/longitude, a valid national land use, and a valid practice. In addition, the following information needs to be complete: (1) the Land Units must be mapped, and (2) the Conservation System Guide (**CSG**) and Conservation System on the Practice Schedule tab must be set. **To report applied practices, enter the applied date on the Practice Schedule tab.** You’ll need to scroll to the right on the Reporting tab to view the applied practices that are ready to be reported.

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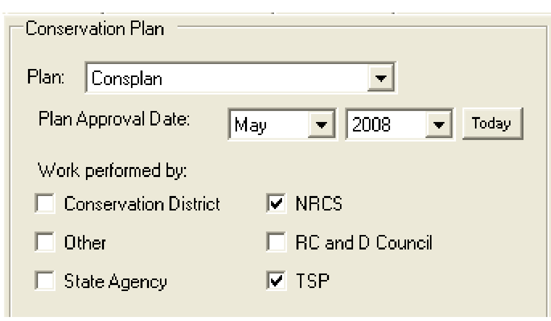
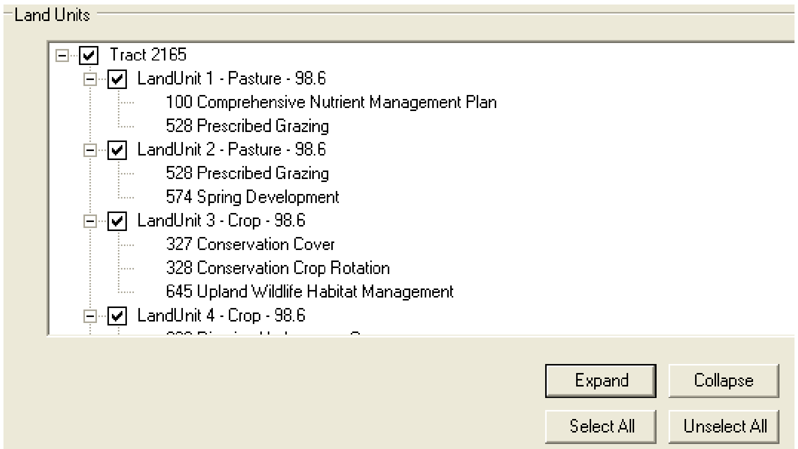
1. Select a plan using the drop-down list in the *Conservation Plan* block.



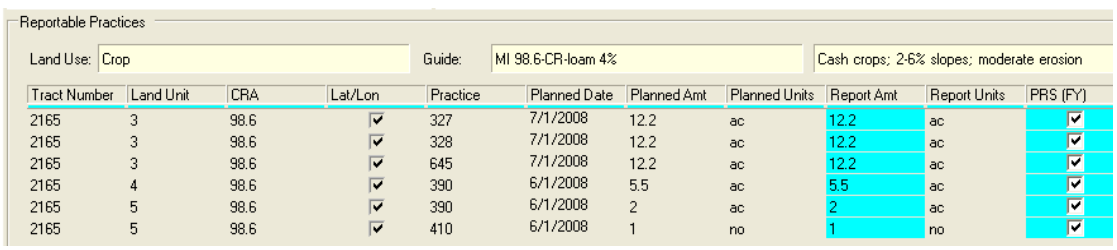
2. Set the plan approval date.
3. In the ***Work performed by*** area, select one or more organization(s) that performed the conservation work.
4. The plan information, land units, and practices will be displayed.

   Note: *Applied practices that were reported in previous fiscal years will not be displayed.*

5. Select the desired Land Unit(s) in the *Land Units* block.

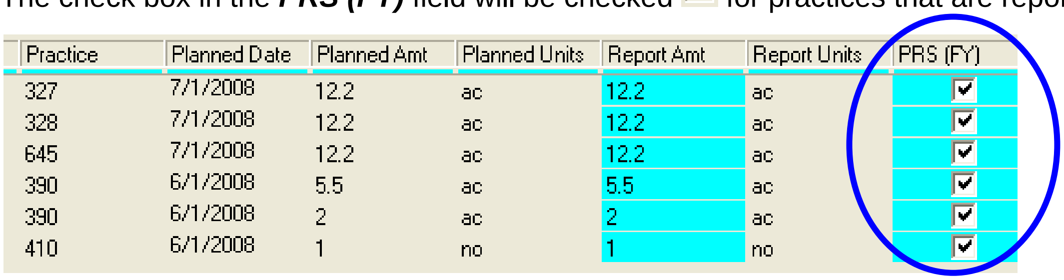


6. Upon selecting the desired Land Unit(s), the reportable practices, if any, will appear in the *Reportable Practices* block. You'll need to scroll to the right to view the applied practices that are ready to be reported.



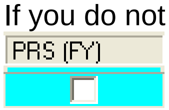
Tract Number	Land Unit	CRA	Lat/Lon	Practice	Planned Date	Planned Amt	Planned Units	Report Amt	Report Units	PRS (FY)
2165	3	98.6	☑	327	7/1/2008	12.2	ac	12.2	ac	☑
2165	3	98.6	☑	328	7/1/2008	12.2	ac	12.2	ac	☑
2165	3	98.6	☑	645	7/1/2008	12.2	ac	12.2	ac	☑
2165	4	98.6	☑	390	6/1/2008	5.5	ac	5.5	ac	☑
2165	5	98.6	☑	390	6/1/2008	2	ac	2	ac	☑
2165	5	98.6	☑	410	6/1/2008	1	no	1	no	☑

7. The check box in the ***PRS (FY)*** field will be checked ☑ for practices that are reportable.

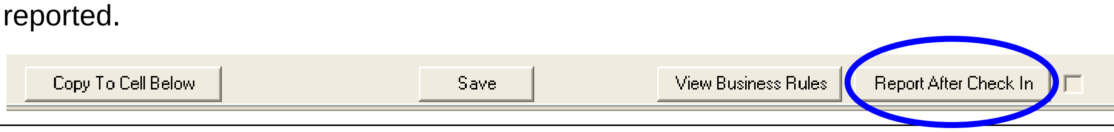


Practice	Planned Date	Planned Amt	Planned Units	Report Amt	Report Units	PRS (FY)
327	7/1/2008	12.2	ac	12.2	ac	☑
328	7/1/2008	12.2	ac	12.2	ac	☑
645	7/1/2008	12.2	ac	12.2	ac	☑
390	6/1/2008	5.5	ac	5.5	ac	☑
390	6/1/2008	2	ac	2	ac	☑
410	6/1/2008	1	no	1	no	☑

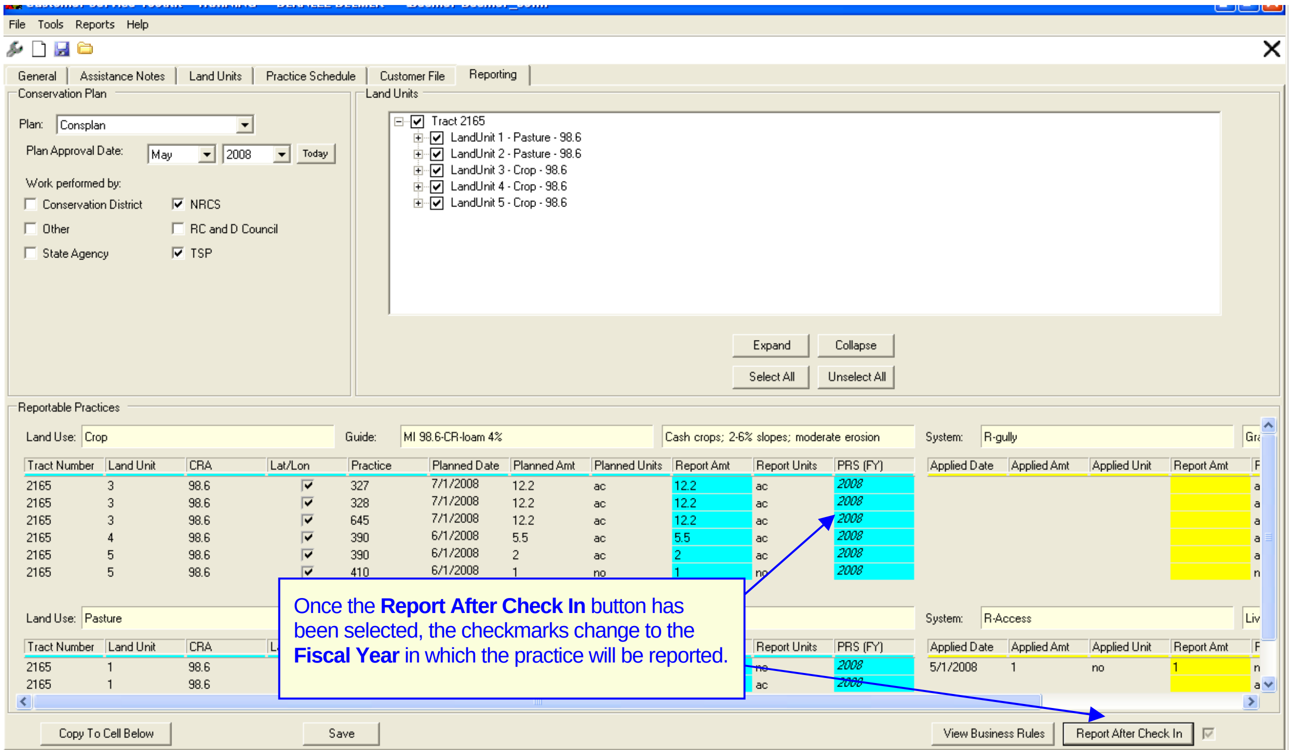
8. If you do not wish to report a practice, uncheck the checkbox in PRS (FY) column.



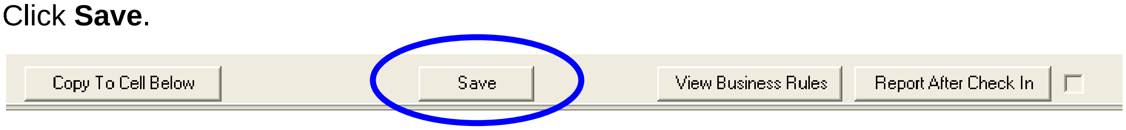
9. Click the **Report After Check In** button to allow practices with a checkmark ☑ to be reported.



10. After clicking on the **Report After Check In** button, the check mark will change to the current fiscal year (FY2008 in this example) for items that were checked in the PRS (FY) column.



11. Click **Save**.



*<u>**Warning:**</u> You must click **Save** to have your work saved in your local geodatabase (.mdb) file. Your data will not be available in PRS after checking in the customer folder if you do not click **Save**.*

12. Check the customer folder back into the National Conservation Planning Database (NCPDB) to complete the reporting process.

The practices you reported via the Toolkit Reporting tab will be visible in PRS immediately after the plan is checked in and visible in the PRS reports once the nightly PRS data warehouse update has been completed.

Please contact your Area Resource Conservationist or Monica Holley (517-324-5230), PRS/Toolkit Coordinator with questions.